

I. INTRODUCTION

The Department of Criminal Justice Services is making available federal funds for grants to support Crime Analysis and Criminal Justice System Improvements. Funds for these grants come from money allocated to Virginia through the Edward Byrne Memorial State and Local Law Enforcement Assistance Program.

This document contains information about the rules and requirements governing this grant program, the specific types of projects eligible for funding, the grant application forms and instructions for completing and submitting them.

Requirements/Limitations

Eligibility

Units of local government, state agencies and state institutions of higher learning are eligible to apply for and receive these funds. For this offering, consideration will be given only to new projects that are not currently being supported by a grant program administered by DCJS or the United States Department of Justice.

Amount Available

The maximum amount of each approved grant, including required matching funds, will be \$100,000 (\$75,000 federal grant funds combined with \$25,000 matching funds). DCJS has sufficient funds to award between 15 and 20 grants at the maximum level.

Match Requirement

Federal funds may be used to pay no more than 75% of the cost of an approved project. Grant recipients must provide the remaining 25% of project costs in cash from non-federal sources. For example, an applicant receiving approval for a project costing \$80,000 will be expected to provide \$20,000 of that amount in non-federal cash, and DCJS will provide \$60,000 in federal funds.

Grant Period

The grant period for successful applicants will be from July 1, 2005 through June 30, 2006.

Availability of Continuation Funding

Applicants should note that Congress has eliminated the Byrne program in its current form and replaced it with the Justice Assistance Grant (JAG) Program. The appropriation for the first year of the JAG Program is substantially lower than recent appropriations for Byrne; we estimate that the JAG funds available to DCJS for use in making grants will be reduced by at least 45%. Thus, we expect that our ability to support projects funded as a result of this solicitation beyond their initial grant periods will be very limited.

How to Apply/Deadline

An original and three (3) complete copies (4 total) of the DCJS Grant Application must be received at DCJS' offices by 4:00 PM on April 1, 2005. Facsimile and electronic copies **will not** be accepted. **Do not** submit bound grant applications. Individual copies should be either stapled or clipped. **Do not** use appendix material to extend or substitute for the narrative portion of the application. **Do not** submit appendices unless they are requested or essential to the review of the grant application. Appendices should be labeled and separated from the narrative and budget sections. Number **all** pages sequentially. Use 8 ½" by 11" paper only. All parts of the application must be completed.

Submit grant applications to:

Department of Criminal Justice Services
Grants Administration Section
805 E. Broad Street
Richmond, VA 23219

Review Process

DCJS staff will review grant applications and forward its recommendations to a subcommittee of the Criminal Justice Services Board which will, in turn, make recommendations to the full Board. Final approval is at the discretion of the Criminal Justice Services Board.

II. PROGRAM BRIEFS

CRIME ANALYSIS

Purpose

The Department of Criminal Justice Services (DCJS) will provide grant funds for data analysis projects that result in (1) identification and description of crime and crime-related problems (such as gang activities, drug trafficking, crime displacement, etc.) and (2) provision of quantitative information on which law enforcement administrators and others can base operational strategies aimed at addressing such problems. The performance of such analyses will provide for the utilization of data from incident-based crime reports, calls for service files and other sources and facilitate the development of effective anti-crime strategies by providing an informational foundation on which to base such strategies.

Program Concept

Law enforcement and other criminal justice agencies routinely compile significant amounts of crime and crime-related data. When collected, organized and analyzed, this data can yield information that can support tactical and policy decision-making and administrative planning that can benefit both law enforcement and the community-at-large.

Given the need for effective strategies and the availability of data for analyses that would support such strategies, it is critical that law enforcement and other criminal justice agencies establish or improve crime analysis capabilities to provide pertinent and timely information describing crime patterns and trends that can facilitate planning for the deployment and use of resources for the prevention and control of criminal activities.

In addition to aiding in efforts to apprehend criminals, the analysis of crime data can assist government administrators and community leaders in making better-informed decisions regarding public safety policy and community planning. Regional crime analysis endeavors are essential for obtaining a complete awareness of an area's crime problems. By providing funding to support innovative and well-formulated crime analysis projects, this program will facilitate the achievement of understanding the true nature and extent of crime in given communities and contribute to the development of strategies to reduce and prevent crime it.

Following are examples of the types of programs eligible for funding through this grant program:

- a. Establishment of crime analysis capabilities in local law enforcement or other criminal justice agencies,
- b. Procurement of analytical software for crime analysis units,
- c. Formation of regional crime analysis units, and

- d. Modification of criminal justice records management systems to provide for compilation of data needed for crime analysis.

Applicants are advised that DCJS may be able to make limited funding available for projects to address crime issues or problems which emerge as a result of the crime analysis improvements made with grants awarded through this current solicitation.

Goals and Objectives

Applicants are responsible for developing the objectives they will strive to meet in order to attain their proposed goals. Objectives must be specifically related to the needs that have been described. Guidelines for developing objectives are found later in this document.

Implementation

The description of the implementation process should, at minimum, address the following critical elements:

1. A plan for accomplishing the overall goals of the project. The implementation plan builds upon the description of the current system/process/procedure and its deficiencies. The implementation plan is a detailed statement of the benchmarks and/or strategies required for completion of the objectives to achieve the project's goal.

Additional Requirements

To facilitate monitoring and encourage the timely implementation of grant programs, the following requirements apply.

1. In the "Need Justification" section of the Project Description, describe the applicant agency's current crime analysis operations, if any, identify components that need improvement and describe the problems associated with those components.
2. For interface and regional programs, the applicant must attach letters of support from the agencies participating in the program. (For example, if a local law enforcement agency seeks funding to interface with a local court, a letter of endorsement from the court must accompany the grant application.) A single letter of endorsement, signed by all participants, is acceptable for projects with multiple participants.
3. For applicants seeking VCIN access, a letter from the Department of State Police authorizing the agency for VCIN access must be attached to the grant application.
4. Projects using commercial software development or integration services to provide system improvements must include a letter from the vendor(s) acknowledging understanding that final payment for services cannot be drawn from DCJS until a

letter of acceptance of the contracted services is provided to DCJS by the grant recipient. A special condition, requiring this letter, will be attached to the grant award. This requirement helps ensure that commercial vendors understand their obligation to bring about completion of projects during the grant period.

5. **Special conditions apply to the development of software.** In addition to Condition # 12 in the *Assurances* attachment to the grant application, there are copyright ownership considerations administered by the Office of the Secretary of the Commonwealth. Special conditions will be attached to the grant award to ensure compliance with proper procedures prior to the dispersal of funds.

Evaluation

Development of the plan described in the implementation process must include a description of the means for determining whether or not the program is successful. Success must be measured in terms of completion of objectives. The evaluation process must be included in the implementation plan and the evaluation must be completed by the conclusion of the grant period.

Contacts/Assistance

For assistance with the grant application, contact Department of Criminal Justice Services:

Tim Paul, 804/786-2407, or tim.paul@dcjs.virginia.gov

CRIMINAL JUSTICE SYSTEM IMPROVEMENTS

Purpose

DCJS will provide grant funds for projects to improve the functioning of the criminal justice system through strategies and programs that promote better system coordination, effectiveness and efficiency, and/or help agencies identify and respond to emerging criminal justice issues.

Discussion

Grant funds may be requested for projects to: 1) examine current policy or practices and recommend or make changes to improve the effectiveness and functioning of the criminal justice system or specific agencies within the system; 2) support research on current and emerging issues such as drug crime, gangs, and identity theft; and 3) support development and implementation of training related to gang detection and prevention, cyber crime, identity theft, and other critical problems.

Applicants are advised that DCJS may be able to make limited funding available for projects to address issues or problems which emerge as a result of the research, and policy and practice examinations undertaken with grants awarded through this current solicitation.

Objectives

Applicants must state one or more objectives their projects will strive to meet that are directly related to the “Need Justification” part of the grant application. Objectives must be stated in quantifiable or measurable terms that can be used to evaluate outcomes. Objectives should be stated specifically and identified individually for clarity and for purposes of evaluation.

Implementation

The Implementation section of the grant applications must describe the specific steps the applicants propose to undertake to accomplish the work of their projects. This section should include a timeline or chronological listing of steps to be followed during the process. Important dates and milestones in this process should be identified for monitoring purposes.

Outcomes/Evaluation

Applicants must describe the specific outcomes they expect to result from their projects and the measures they will use to determine if the outcomes are achieved. These must be directly related to the project objectives previously stated and must be concrete, precise and quantifiable where possible.

Contact/Assistance

Contact: Joe Marshall, 804/786-1577, or joe.marshall@dcjs.virginia.gov

III. APPLICATION FORMS & INSTRUCTIONS

A. Instructions for the first application page:

The grant application form may be downloaded from the following DCJS web site at <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6>

Grant Program: The name of the grant program is included on the form contained in this guide. "Byrne Memorial Grant Program"

Applicant: Use this space to provide the name of the locality or state agency applying.

Applicant FIN – Use this space to provide the applicant's Federal Identification number.

Jurisdiction(s) Served: List all local units of government participating in the project. If statewide, enter "statewide."

Program Title: "Crime Analysis" or "Criminal Justice System Improvements"

Type of Application - NEW

Project Director, Program Administrator, and Finance Officer:

Director: The person who will have day-to-day responsibility for managing the project. The person DCJS will contact if further information is needed.

Program Administrator. The person who has authority to formally commit the locality or state agency to complying with the terms of the grant application including provision of the required cash match. This must be the chief executive officer or chief elected official of a local unit of government or Director of a state agency (e.g. County Administrator, Mayor, City Manager; NOT Sheriff or Chief of Police). If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, then please provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Program Finance Officer. The individual responsible for fiscal management of the funds associated with this grant.

It is extremely important that you provide fax numbers, and e-mail addresses, as well as telephone numbers for each person.

Brief Project Description - A short description of the project your agency is proposing.

Project Budget Summary - Appropriate figures from the "Itemized Budget" categories.

B. Instructions for Itemized Budget pages:

Use the "Itemized Budget" form to detail all proposed expenditures to be made with grant funds, including matching funds. This form can be downloaded from the DCJS web site at <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6>

Supply line item breakdowns of figures, divided into federal and applicant match. The proposed grant budget must reflect match on a line-by-line basis. It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions that apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award.

Federal funds may be used to pay no more than 75% of project costs. The remaining 25% must be provided in cash from non-federal sources.

Unallowable Costs

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles. Funds awarded for crime analysis projects may be used for modifications to law enforcement records management and/or dispatch systems if such modifications facilitate the proposed data analysis program, but these funds may not be used for the procurement of new records management and/or dispatch systems.

1. Personnel/Employees

- a. For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The narrative should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.
- b. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. Consultants

Costs for consultant services are listed in this section. Each item must specify the time (hours or days) required to provide these services.

- a. Individual Consultants.

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants

when available), the proposed daily fee, and the amount of time to be devoted to such services. **Individual consultant's rate may not exceed the approved federal rate of \$450.00 per day.**

a. Organizations and Associations.

For organizations, including professional associations and educational institutions, performing professional services: Indicate the type of services being performed and estimated contract price. (The approved federal rate will be applied.)

b. Consultants' Subsistence and Travel.

Estimate actual costs, adhering to the grant applicant's established travel policy. All travel must be for reasonable expenses. State travel and per diem rates will be applied.

Requests for consultants are carefully evaluated and approved only when it is clearly demonstrated their use will significantly, and permanently, enhance the project's effectiveness. The narrative must clearly explain the need for consultant services.

3. Travel and Subsistence for Project Personnel

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Applicants may follow their own established travel rates if they have an established travel policy; otherwise, the applicant must adhere to state travel policy. The State allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties.

The approval of travel expenses for this program is rare and must be fully justified in the narrative section.

4. Equipment

Each major item to be purchased shall be separately listed with its unit cost. Each item to be leased or rented shall be separately listed with the cost associated with the lease or rental. The ***budget narrative*** must thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted. If computer operating system or networking software is included with the purchase of the computer or network component, and is included in the purchase price of the component, there is no need to list it separately. If the operating system or networking software is purchased separately, then itemize it in section 5 "Supplies and Other Operating Expenses". For proposed crime analysis projects, the only computer hardware for which funding can be sought is hardware that serves as host for analytical software.

5. Supplies and Other Expenses

All software costs, including types of software (e.g., crime analysis software, operating system software, interface software) and factors, such as costs for user or "seat" licenses, that contribute to the determination of software costs should be itemized within this category.

6. Indirect Costs

Indirect costs associated with this program **may** be approved if the applicant can demonstrate they are necessary to the operation of the organization and the performance of the project. The grant applicant must include a copy of an approval for the indirect cost rate from a federal agency (e.g. Dept. of Justice, Dept. of Health and Human Services or Dept. of Education). Indirect costs do not allow an applicant to exceed the grant limits as specified in the program guide.

7. Cash Funds (Supporting this project from sources other than the grant program.)

This item is included to permit those applicants wishing to do so to show any additional support which they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of all cash funds, other than required matching funds, that will help support this project.

C. Project Budget Narrative:

In addition to completing the Itemized Budget forms, you must also provide a Project Budget Narrative which explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.

D. Project Description:

Provide a narrative that describes in detail the need for the project, its goals and objectives, what the project consists of, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the project goals and objectives are met. In preparing this part of the application, please use the following format:

Program Title: "Crime Analysis Program" or "Criminal Justice System Improvement"

Need Justification:

Describe in specific terms the nature and extent of the deficiency or problem the project is intended to address. State directly and completely why there is a need for a grant. Describe existing resources and services that are currently available to meet that need, including any other federal or state grants, and state why those resources and services are inadequate.

Objectives:

An objective is a statement that sets forth a particular result that the project strives to attain. Objective statements contain four parts: *what, how much, to whom, and when.*

Objective statements:

1. Begin with an action verb.

2. Specify a single key result; *what* will be accomplished toward the goal. (Example: *Reduce the time* required to process criminal history records).
3. Quantify and state the objective in terms that can be measured. Verify *how much* will be accomplished. (Example: Reduce the time required to process criminal history records from *ten days to six days*).
4. Indicate the intended targets, *to whom*, of the objective. (Example: Reduce the time required *by clerks* to process criminal history records from 10 days to 6 days).
5. State *when*, within the grant period, the objective will be accomplished. (Example: *Over the next twelve months*, reduce the time required by clerks to process criminal history records from 10 days to 6 days).
6. Relate directly to the data provided in the need justification.
7. Are challenging, but realistically attainable with the resources that are requested.

Implementation:

Describe, in narrative form, *what you will do* to accomplish the program's goal and objectives. Be specific and thorough. Activities should be directly related to the goals.

DCJS gives priority to programs designed to be incorporated into the on-going operations of the applicant. Use this section to describe how your agency intends to institutionalize and continue this program after grant funds are no longer available.

Workplan:

Describe the steps or actions necessary to accomplish the goal and objectives of the project. Provide *anticipated* begin and end dates for each step. Use the downloadable form or include the workplan in the Project Description narrative, as desired.

(Workplan examples: Assemble advisory committee, June 1 - June 15; identify existing policies/practices, July 15 - August 15; research alternatives, October 1 – November 30; draft new policies, January 1- February 15; circulate for review & comment, March 1- April 30; implement, July 1.)

Your Workplan provides the basis for future quarterly reports.

Evaluation:

Describe how you intend to measure the success of the program -- whether or not objectives were accomplished. List each objective and identify the statistical data or other relevant information (documentation) that will be collected to evaluate the achievement of objectives. Describe how data and information will be analyzed. Describe measurement techniques that will be used.

Ideally an evaluation of a program will consist of more than the accumulation of quantitative information on the delivery of services, personnel utilized, level of activities and funds spent. It will provide a qualitative assessment of the overall impact of the program. Priority consideration is given to applications including a carefully thought-out method of conducting such an evaluation

IV. Attachments (available for download)

Certifications, General Grant Conditions and Assurances:

A complete grant application includes signature pages from two documents not contained in this program guide:

1. *Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*
2. *General Grant Conditions and Assurances [Attachment A]*.

These forms can be downloaded from the following DCJS web sites at

<http://www.dcjs.virginia.gov/forms/grants/usdoj.pdf>

<http://www.dcjs.virginia.gov/forms/grants/attachmentA.pdf>

The DCJS and the federal government require these agreements. These forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application. Paper copies may be obtained by contacting Virginia Sneed in the Grants Administration Section of DCJS at (804) 786-5491.

GRANT APPLICATION CHECKLIST

- ☐ Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator = city/town manager, county executive, mayor or chairman of the board of supervisors, or the agency director (for state agencies)]
- ☐ Have all applicable parts of the Grant Application, Itemized Budget been completed?
- ☐ Does each budget item show the federal fund amount and cash match amount as well as the total? (75% / 25%)
- ☐ Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?
- ☐ Does the Project Description contain the following:
 - ☐ Need Justification?
 - ☐ Goals and Objectives?
 - ☐ Implementation?
 - ☐ A Workplan?
 - ☐ An Evaluation Plan?
- ☐ **Are the following attachments included (if needed) with the grant application?**
 - ☐ interface program endorsement letters,
 - ☐ VCIN terminal authorization letter from Department of State Police
 - ☐ acknowledgment letters from vendors
- ☐ Does the material being submitted include an original and four (3) copies (4 total) of the completed Grant Application?
- ☐ AND signed copies of the General Grant Conditions and Assurances and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; two (2) signature pages total?